

## Wedding Package # 2

### **Relaxation** (*Rehearsal and Wedding Day Coordination*)

This package is for the couple that has already taken care of the planning and details themselves, but would like a coordinator to make sure everything goes smoothly and according to schedule. We need all the details 4 weeks before the wedding and will make sure every detail is taken care of. We will attend and coordinate the rehearsal; our professional event planner and one assistant will run the entire wedding day.

- Initial consultation with bride and groom
- Unlimited email consultations
- Preparation of rehearsal and wedding day itinerary
- Responsibility card for attendants
- Ceremony and reception timeline preparation
- Attendance and direction at the rehearsal (up to 2 hours)
- Liaison with vendors to confirm arrangements for the wedding day
- Supervision of Wedding Day Photo Session
- Handle remaining vendor payments & gratuities (if required)
- Attend, oversee and direct the ceremony and reception (up to 10 hours)
- Handle emergencies (Emergency kit available)

